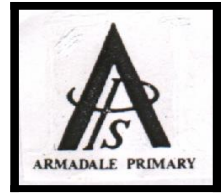




West Lothian
Council



West Lothian Council

ARMADALE PRIMARY SCHOOL

Early Learning and Childcare Setting



SESSION 2019 -2020

Welcome

Armadale Primary School
Early Learning and Childcare Setting
Academy Street
West Lothian
EH48 3JD

Tel: 01501 730282

Fax: 01501 730301

Dear Parent,

We are delighted to welcome you and your child to Armadale Primary School Early Learning and Childcare Setting.

We hope that your child's time here will be a happy one and that he/she will benefit from all the experiences provided.

We look forward to working in partnership with you to support your child to develop to their fullest potential- we believe that cooperation between home and school is very important and so we will seek to keep you up to date with all the developments in the Early Learning and Childcare Setting. This booklet gives general guidance about the Early Learning and Childcare Setting at Armadale Primary School and its activities. We hope the information given will help you settle your child in easily and to make you familiar with what happens in our setting.

Please contact the Early Years Principal Teacher, Ms Philip or Early Years Officer, Mrs Brown should you require any further information on any aspect of Early Learning and Childcare or School Provision.

We have a variety of policies in place and these are available on request from Ms Philip or Mrs Brown. West Lothian Council policies are available via:

<https://www.westlothian.gov.uk/article/2607/Education-Policies-and-Procedures>



Our Vision, Values and Aims are currently being updated and are still a work in progress.

Some of the key statements from our Children, Parents, Staff and Community Partners include:

confidence

positive relationships

openness

challenge

happy

belonging

respect

accepting

resilience

exciting

supportive

fun

individual



General Information

STAFF

Armadale ELC setting is part of Armadale Primary School which is staffed by a Head Teacher, 1 Principal Teacher, 2 Acting Principal Teachers, Class Teachers for 16 classes and a Support for Learning Teacher.

Our ELC setting is staffed on a 1:8 ratio with a Principal Teacher, Early Years Officers, Early Years Practitioners and Pupil Support Staff. We welcome various students throughout the year and have very good relationships with a variety of partnership agencies including Speech and Language Therapy and the Community Health Visitor Team.

Head Teacher (Seconded)

Mrs Ross

Principal Teacher

Ms Philip

Early Years Officers

Mrs Brown & Mrs McLeary

Early Years Practitioners

Mrs McKeon, Mrs Scully, Mrs Conn, Miss Huddleston, Mrs Mitchell, Miss Walker & Miss Wilson

Pupil Support Worker

Miss Kelly, Miss Reid & Mrs Carson

Other School Support Staff

An Administrative Assistant, Clerical Assistant, Pupil Support Workers, Facilities Management Assistants, Kitchen Staff and Cleaning Staff make up the range of support staff in school, which provides vital services to the pupils.



Address: Armadale Primary School
Early Learning & Childcare Setting
Academy Street
Armadale
EH48 3JD

Telephone: 01501-730282 (during school hours)

** 07554229581 (during school holidays/school closure days)

E-mail: armadale-ps@westlothian.org.uk

Further information about the school & ELC can be found on the website including newsletters and handouts from parent workshops.

Website: <https://armadaleprimary.westlothian.org.uk/>

Updates and photographs sharing the learning and special events can be found on our Twitter feed.

Twitter: [ArmadalePrimaryELC](#) [@ElcPrimary](#)

ELC Session Times:

Morning Session (Mon - Thu)
8.00am - 12.45pm

Afternoon Session (Mon - Thu)
1.15pm - 6.00pm

Full Day Sessions (Mon - Thu *2 days allocated by Pupil Placement)
8.00am - 6.00pm

Please note:

In accordance with The Scottish Government and The Children and Young People (Scotland) act, we provide flexible early learning and childcare.

This means that your child is welcome to enter the nursery anytime from 8.00am for the AM or Full Day Session, although we recommend all children are at nursery by 8.45am.

For PM session this means that your child is welcome to enter the nursery anytime from 1.15pm, although we recommend all children are at nursery by 1.30pm.

*Please collect your child promptly to allow time for setting up the ELC for the next session and to allow for appropriate staff breaks.

Snack

Cereal is provided at breakfast. Mid-session snack (AM & PM) includes some fruit and an additional item. A choice of fruit is provided at the late afternoon snack. We try to provide a variety of tastes and milk/water is available throughout the day. Snack menus are planned a week in advance and children choose which snack to have each session.

***Please complete the Allergens form in the induction pack if your child has any allergies or intolerances and let staff know as soon as possible if they develop any new reactions.**

We kindly request that snack money is paid on the first day of each week. The cost is £1.50 per week.

Termly payments are also accepted if you wish to pay as a lump sum

Extra donations for our ELC funds are most welcome. This helps to buy new equipment, subsidise trips and provide extras for parties etc. Throughout the year we also have some fund raising events either on our own or as part of the whole school.

At ELC your child will always need:

- Comfortable clothes, which are easily washed
- Gym shoes to wear in the ELC (no laces/no slippers please)

Ideally clothing should be easily fastened as children are encouraged to dress/undress themselves when going to the toilet, gym or outdoor play.

Please note: It is advisable to avoid belts, laces, buckles or other difficult fastenings.

A drawstring bag is provided to keep their indoor shoes and a change of clothes in the event of any mishap. We have a limited supply of clothing for emergencies. If these are borrowed, please wash and return as soon as possible.

Please mark all items of clothing, including footwear with your child's name. Nursery Staff will add your child's name to the front of their indoor shoes.

ELC Outdoor Clothing

Our children are encouraged to explore the outdoors in all weathers.

Our ELC setting provides:

- Waterproof, fleece lined jackets
- Wellie boots with thick socks
- Hats and Gloves



On-line Learners Journeys



Throughout the year, through observation and engagement, the ELC staff build up a profile of your child's continuing development and progress. These can be accessed from home if you have internet access or in school during our family sessions. Please add any achievements or experiences from home to your child's profile as this helps us to gain a wider knowledge of your child.

There will be an opportunity for you to discuss your child's progress with their keyworker at parent consultation evenings, which are held twice a year. A written report will be issued to pre-schoolers in June.

However, do not hesitate to approach staff at any time throughout the session to discuss your child's progress.

Community Involvement

We work closely with various health professionals and social services as required. We also have Early Years Practitioner students from West Lothian College of Further Education and student teachers from various universities. Pupils from the local secondary schools also work with us as part of their work experience.

Child Protection

West Lothian has developed an inter-agency approach to Child Protection. This means that the schools work with the Social Work Department, the Police and the Health Board on Child Protection matters. The council has set out procedures in the "Child Protection Guidelines". The guidelines make it clear that any allegation or suspicion of child abuse must be investigated. This approach is designed to protect all children from any form of abuse. Our Child Protection Policy is available on request.

Care Standard/Care Inspectorate

It is now statutory requirement for all services to be inspected against National Care Standards for their type of service.

A Care Standard Inspection takes place in ELC settings every two years.

For further information on the National Care Standards visit the website www.scswis.com



Armada Primary School and Early Learning & Childcare Setting were inspected by Care Inspectorate and Education Scotland as part of a joint inspection in September 2018. Details of the report following this inspection are available on the website <https://education.gov.scot/>

Settling Arrangements

Attending our setting is possibly the first time that some children have left both the home and parent for any length of time. The ELC staff will support your child to ensure that this transition is made as smooth as possible and to begin to build a positive relationship with your child and their family.

Your child will be invited to stay for one hour on his/her first visit. We will observe and assess the child's confidence in separating from their parent/carer and discuss the next steps. Once your child is settled, there will be a room available in school if you wish to wait until he/she is ready to be collected.

Please ensure that children arrive promptly at the beginning of each session.

Getting to and from ELC Safely

If walking to ELC, encourage your child to hold your hand at all times and to use the Crossing Patrol to cross the road. When travelling by car, please do not use either of the school car parks, there is a safe walking routes marked through the top school playground. Please note there is no access to the nursery through the nursery garden. Sharing cars to come to ELC is a good idea but remember that seat belts and booster seats are legal requirements. If you park on the road, please be considerate of the Crossing Patrols and do not restrict their view.

Attendance/Absence

Your child must be brought in and collected from the ELC by an adult. If someone other than you is to collect the child, please inform the staff in advance.

If circumstances change and you, or the named person, is unable to collect your child please phone the school to pass on this information.

Children should enter and leave the ELC by the ELC door.

NO ONE UNDER THE AGE OF 16 CAN LEGALLY BRING OR COLLECT AN ELC CHILD.

Anyone bringing and collecting a child should sign the register sheet for the correct group. This procedure ensures that staff can make a check of the children present in the event of an emergency and it also assists in the completion of the daily attendance register.

Please inform staff by telephone if your child is unwell and unable to attend ELC. In line with West Lothian Council's Safe Arrival at School Policy, if we are unable to contact you to ascertain a reason for absence we may have to contact your Health Visitor or eventually, the police. Please understand that this is to ensure the safety and well-being of all our pupils.

If your child becomes ill while in ELC, we will make every effort to contact you or your emergency contact. It is important that you keep us informed of any changes of address and/or telephone number.

Health Issues

In the interest of health and safety it is advised to keep your child at home if they are unwell. Please speak to staff regarding allocated times for recovery from particular illnesses. If your child requires to be given medication during the ELC session an "Administration of Medication" form must be completed and discussed with a member of staff.

Please ask the Early Years Officer or your child's keyworker for these forms.

Partnership with Parents

Parents and carers are always welcome to help out at school in many ways. If you have a special talent or interest, we would be delighted for you to share it with the children. Parent helpers are also required to help with ELC trips and outings. Please let us know if you are willing to help so that we can provide the necessary PVG Disclosure Scotland forms to be completed. We are very keen to involve parents/carers in developing our setting - please speak to Ms Philip if you have any suggestions or would like to be involved.

Parents/Carers are welcome to ask to speak to a member of staff at any point throughout the year if there is anything you would like to discuss. Whilst keyworkers may be busy on the nursery floor Ms Philip and Mrs Brown are also available to meet with you.

Events are held throughout the year to involve you in the life of the nursery including: Stay, Play and Learn, LEAPS and Literacy/Numeracy sessions. Keep an eye out for dates in Newsletters and reminders on Twitter.

Any letters or notices can be collected or read where you sign in or on the parents' notice board.

Parents of ELC children are invited to attend Armadale Primary School Parent Council meetings, which cover a wide range of activities.

What your child will do at Armadale ELC class

At Armadale ELC we value and build on the children's previous learning experiences within their family. A variety of stimulating learning activities will be provided daily. Your child, through play will have the opportunities to explore different activities and in doing so will learn to become independent and confident, learn to share and become aware of others,. They will be actively involved in their learning.

The development of early Literacy, early Numeracy and Health and Wellbeing skills permeates each ELC session. Staff will provide both structured learning and extensions to child centred learning.



A Curriculum for Excellence

"A Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18".

"The 3-18 Curriculum aims to ensure that all children and young people in Scotland develop the attributes, knowledge and skills they will need to flourish in life, learning and work. The knowledge and skills and attributes learning will develop will allow them to demonstrate four key capabilities - to be successful learners, confident individuals, responsible citizens and effective contributors."

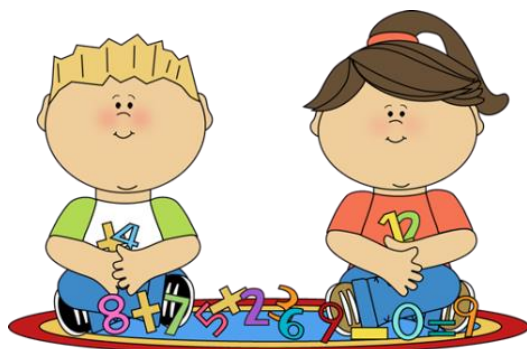
Staff will plan experiences based on active learning approaches to meet you child's emotional, social and intellectual development and pupils will be consulted through a range of strategies and contribute to what, how and why they are learning.

Learning through play in the nursery

Each day the children have plenty of free play time which includes the option of going out to play in the garden. Free play is a time for activities such as art and craft, role play in the house corner and shop, climbing on the climbing frame, experimenting in the sand or water or learning on the computer. We also offer a variety of jigsaws and games. Activities are based on the children's interests, special events or planned activities which promote new experiences or learning. Nursery activities are planned to develop children's learning in accordance with A Curriculum for Excellence.

The children have the opportunity to participate in quieter learning times when they explore an aspect of learning, discuss the days of the week, listen to stories and learn songs and poems. Key group times involve small group discussions or practical activities when children have the opportunity to learn to work as a team.

Children are also expected to help to tidy the nursery. This is an important part of learning to know that they are responsible for their own toys and belongings. Putting belongings back in the correct place promotes independence when they come to use it again.



While we strive to ensure the very best care provision, if you have any complaints please do not hesitate to discuss these with either:

ELC Principal Teacher (Ms Philip) , Early Years Officer (Mrs Brown)
Or Head Teacher (Mrs Ross)

If you are still unhappy your next point of call is West Lothian Council Customer Care based at the Civic Centre or Social Care and Social Work Improvement Scotland (SWSCIS).

Social Care and Social Work
Improvement Scotland
South East Division
Stuart House
Eskmill
Musselburgh
EH21 7PB
0131 653 4100
Or 01382 207289
Or complete a complaints
form on line at
www.scswis.com

The role of Social Care and Social Work Improvement Scotland is to ensure that the interests of the children and their Carer's are at the heart of all their regulatory activity. The Care Inspectorate is available if you have a question, query or complaint to advise, direct your query to the right establishment or to follow up a complaint. The Care Inspectorate does recognise that often the quickest route to results can be by raising the problem directly with the ELC/school.

West Lothian Council
Customer Care
West Lothian Civic Centre
Howden Road South
Livingston
EH54 6FF
01506 775000
Customer.service@westlothian.gov.uk



Full copies of both WLC and the Social care and Social Work Improvement Scotland Complaints Procedures are on display on the Notice boards. Please be ensured that all complaints raised will be treated confidentially.



We hope that you and your child enjoy your ELC experience with us and we are here to help and support your child as they grow and develop.

A copy of the West Lothian Council Privacy Policy for Education is included in our Induction pack.
This is also available via: <https://www.westlothian.gov.uk/dataprotectionandprivacy>